



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTWESTINST 4400.1E
Code N64
3 May 01

PERSUPPACT WEST INSTRUCTION 4400.1E

Subj: PERSONNEL SUPPORT ACTIVITY WEST SUPPLY TRAINING MANUAL

Encl: (1) Supply Training Manual

1. **Purpose.** To issue a revised edition of the Personnel Support Activity (PSA) West Supply Training Manual that provides procedures for obtaining supplies for PSA West Personnel Support Activity Detachments (PSDs).

2. **Cancellation.** PERSUPPACTWESTINST 4400.1D.

3. **Background.** This manual supports supply procedures and provides instructions for obtaining and delivery of supplies, reducing equipment downtime, supply processing, and record keeping.

4. **Action.** All PSD Officers in Charge (OICs) and supply personnel shall become thoroughly familiar with enclosure (1). Personnel responsible for the preparation of supply-related documents must read and comply with all aspects of this instruction.

5. **Forms of Reports.** Instructions not covered in this manual:

a. Repair or maintenance of real property (land and buildings) is the responsibility of the host command. Resolution of related problems (including pest control), should be requested from the Staff Civil Engineer of the host activity. If repairs are required because of other than normal wear and tear, e.g., damage caused by personnel, PSA WEST must bear the cost. These repairs should be requested through the Facility Manager (Code N6).

b. To prevent unauthorized commitments, all repair calls, with the exception of those with a maintenance contract, should be made by Detachment Supply Petty Officers through the Staff Supply Clerk. Maintenance contracts will change on 1 October and expire on 30 September. Do not authorize any repairs not covered by a contract and do not sign a receipt that cites a charge. Contact PSA West (Code N64) for instructions.

c. A receipt must be obtained by the Detachment Supply Petty Officer from the contractor for any equipment taken to the shop for repair.

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d. Each Detachment Supply Petty Officer will receive training from the Staff Supply Clerk prior to assumption of duties. Arrangements must be made with the Staff Supply Clerk as to location and time of training. OICs must notify the Staff Supply Clerk prior to changing any Detachment Supply Petty Officer.


CAROLINE B. KONCZEY

Distribution:
PERSUPPACTWESTINST 5216.1K, LIST II

SUPPLY TRAINING MANUAL

Detachment Supply Petty Officers are responsible for:

1. Maintaining Detachment OPTAR through AUTOREQ Web Site by using appendix (1).

a. Review OPTAR records regularly. Requisition status is updated daily by Staff Supply Clerk.

b. Compare and balance the monthly balance sheet provided to each PSD by PSA West Comptroller Department (N8).

c. Circle quantities received, date, and sign all receipts. Forward a copy promptly to PSA West Code N64.

2. Maintaining equipment

a. Each Detachment Supply Petty Officer is responsible for notifying PSA West Code N6, if equipment repair/replacement is needed or to initiate maintenance action on such equipment as may be allowed at the PSD level (when a contract or warranty exists).

b. Equipment that needs repair but does not have a maintenance contract must be attended to immediately. Acquire a free written estimate from a vendor and submit via email to PSA West Code N6 and Code N64.

c. Rented or leased equipment can be called in to the authorized servicing vendor by the Detachment Supply Petty Officer. If there is any doubt, call PSA Code N64 to verify.

d. The original receipt for repairs performed by a contractor must be sent to PSA West Code N64. This is essential because a vendor's bill cannot be paid without verification that work was accomplished. Interest charges automatically accrue on delinquent bills.

e. Repairs other than those authorized on the maintenance agreement cannot be performed. Any repairs not covered in the maintenance agreement may result in a charge by the company, which would constitute an unauthorized commitment. Always contact the PSA West Staff Supply Clerk for authorization first. Additionally, obtain an itemized written estimate from the company.

3. Maintaining supplies

a. Detachment OPTAR Funds may be used to purchase supplies and materials considered as consumables. These are items that are ordinarily consumed or expended within one year after put into use. Examples include, but are not limited to: IT supplies such as tapes, disks, mouse pads, wrist pads; office and cleaning items such as duplicating paper, pens, pencils, markers, highlighters, stapler, staples, staple remover, envelopes, rubber band, paper clip, ID Cards, Navy forms, general purpose cleaners, floor wax, and etc.

b. All purchases for equipment must be requested via the OIC to PSA West Code N6. These are items of a durable nature that may normally be expected to have a period of service of a year or more. Equipment includes, but is not limited to: IT equipment such as keyboards, printers, facsimile machines, software, copiers, shredders, vacuum cleaners, telephones, typewriters, chairs, desks, fixtures, electric tools, electrical equipment, and etc.

c. Supplies not to be ordered

(1) Tools, unless authorized and approved by OIC. Staff spot check of these items will occur without prior notification.

(2) Coffee mess or break/lunch room items such as microwaves, toasters, refrigerators, etc.

d. Send requests for PSA West forms via email to Code N6.

ORDERING PROCEDURE THROUGH PSA WEST AUTOREQ

1. The AUTOREQ Web site address is <https://supply.psasd.navy.mil>
2. Click on AUTOREQ and enter your Logon ID and password. The bottom of the page will display the OPTAR balance and the last document numbers used. Avoid duplicate document numbers.
3. Order forms and publications through the web site address <http://forms.daps.mil>. After you place the order, you must enter the order information into AUTOREQ.
4. When ordering through <http://forms.daps.mil>, use following MILSTRIP information.

Field	Entry
DOC Identifier	A0A
Media & Status	S
Demand code	R
SUPADDEE	N plus your UIC with no space
Serial #	Your next 4 digit Serial number
Signal code	J
Fund Code	VV (2 Vs, not a w)
Project Code	YY9
Priority	14, 09 or 07
Req Del Date	Julian Date plus 10 (3 digits)
Advice Code	2L (for qty more than 15)

5. Order stock numbered supplies through WEBREQ address <http://daynt6.daas.dla.mil/webreq/>. After you place the order, you must enter the order information into AUTOREQ.
6. When ordering through WEBREQ, use following MILSTRIP information.

Field	Entry
DOC Identifier	A0A
Routing Identifier	NDZ
Media & Status	S
Stock number	13 digit stock number
Unit of Issue	Unit of Issue (EA-each)
Quantity	Amount to order
Document Number	N68553-
Julian date	4 digit Julian date
Serial #	Your next 4 digit Serial number
Demand code	R

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SUPADDEE	N plus your UIC with no space
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7. Orders through GSA and Express Mart must be separated according to type of supplies.

a. Regular Office Supplies - Pen, paper, pencil, scissors, scotch tape, calendar, folders, binder, stick-on note pads, paper clips, typewriter ribbons, rubber stamps, Navy forms, and other office supplies.

b. IT or Computer supplies - Toner cartridges for LaserJet printers, ink cartridges for inkjet printer, ribbons for computer printers, computer paper, floppy diskettes, mouse pads, and other ADP supplies.

c. Cleaning Supplies - Push brooms, dust pans, spray-n-wipes, detergents, trash bags, paper towels, and other cleaning supplies.

8. GSA CSC (You must have a GSA CSC Catalog.)

a. Input the Document number, Item number (last 7 digits only), Noun name, Unit of Issue, Quantity, and Unit price.

b. Click Submit for each item.

c. Click on the View/Print to review or modify the order.

d. After review, print the list for your file and click submit at the bottom of the list to submit your final order.

9. Express Mart (Use only for items not available from GSA.) You must have a Express Mart/Corporate Express Catalog.

a. Input Document Number, Item number, Noun Name, Unit of Issue, Quantity, and Unit Price.

b. Click Submit for each item.

c. Click on the View/Print to review or modify the order.

d. After the review, print the list for your file and click submit at the bottom of the list to submit your final order.

10. All orders must be preapproved by PSD OICs or AOICs.
11. Update Requisition option to post a receipt of supplies into the AUTOREQ OPTAR log. Enter the document serial number then update the requisition. Receipts must be signed, dated, and forwarded (one copy only) to PSA West Code N64 as soon as possible.
12. Status Check option to check the status of a certain document number.
13. OPTAR Record option lists all requisitions, Status and OPTAR Allocation, Obligation, and Balance.
14. Detachment Supply Petty Officers have the capability to change their password. Change passwords at least annually or if you think your password has been compromised. Please do not use common words, use a combination of letters and numbers.